

Employee Layoff Notification

Date: [Insert Date]

To: [Employee Name]

From: [Your Name]

Subject: Notice of Layoff

Dear [Employee Name],

We regret to inform you that due to [reason for layoff, e.g., restructuring, budget cuts], we have made the difficult decision to reduce our workforce.

Your last day of employment with [Company Name] will be [effective date]. This decision is not a reflection of your performance, and we appreciate your contributions during your time with us.

We are committed to supporting you during this transition. You will receive [details about severance package, benefits, and any outplacement services].

We encourage you to reach out to [HR contact information] if you have any questions or need further assistance.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]